



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

<b>CLASS:</b>	Treasury Program Manager I (Sp)
<b>TENURE:</b>	Permanent
<b>TIME BASE:</b>	Full-Time
<b>SALARY:</b>	\$5079 - \$6127

Under the direction of the Assistant Manager of the Interim Financing Section, the incumbent functions as the technical expert on PMIA loans and is assigned highly complex assignments and policy analyses related to the Section's work with general obligation bond funded programs.

### **Description of Essential Functions:**

- Develops policies and procedures for the support of general obligation bond sales and functioning as IFS's technical specialist for General Obligation Bond sales; coordinates and takes the lead in the development of policies and procedures with the State Controller's Office, Department of Finance, Attorney General's Office, and outside bond counsel; provides instructions and consultation to bond programs.
- Determines what bond acts and amounts are appropriate to be included in general obligation bond sales by analyzing monthly expenditure statements from programs with PMIA and commercial paper loans; works with accounting and program staff from bond-funded agencies to insure the integrity of their expenditure certification process; provides consultation to accounting and program staff of bond funded agencies in developing accounting and certification systems; works with State Controller's Office staff to develop appropriate systems to reflect bond related transactions as well as provide instructions on complex loan or sales transactions.
- Determines the need for the Finance Committees to adopt new or amended resolutions authorizing general obligation bond sales. Ensures certain legal and other documents pertaining to general obligation bond sales are correctly drafted and executed by discussing with bond counsel and the Attorney General's Office the impact of changes in law or policy on the drafting of documents including finance committee resolutions and no arbitrage certificates; reviews legal documents for completeness and accuracy; provides appropriate bond program information to bond counsel so that they may draft no-arbitrage certificates; contacts executive staff of the bond-funded programs to ensure that no-arbitrage certificates are completed in an accurate and timely manner; assists other IFS staff to prepare bond sale related documents including finance committee resolutions and Remittance Advice's (RA's)
- Provides accounting instructions and consultation; provides consultation to accounting and program staff of bond funded agencies in developing accounting systems for efficient administration of bond programs; ensures that accounting procedures are in compliance with instructions in legal documents such as the indenture and the tax certificate; works with State Controller's Office and Contracted Fiscal Services at Department of General Services to develop appropriate systems to reflect bond related transactions; provides instructions on complex loan or sales transactions to State Controller's Office and bond funded agency staff. Functions as the lead for GO Bond Sales in the absence of the IFS Assistant Manager.

**DESIRABLE QUALIFICATIONS:**

- Strong financial, technical and analytical skills.
- Demonstrated ability to write and verbally communicate well.
- Ability to make presentations to management and others.
- Ability to accept multiple assignments and meet critical deadlines.
- Ability to quickly acquire technical knowledge.
- Computer skills, (Microsoft Word, Excel, Access or similar IBM compatible applications.)

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and background check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer (i.e. Staff Services Manager I) or have list eligibility for Treasury Program Manager I may apply. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

**PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (i.e., SROA or surplus employee.) Also, list the number "515-4221-001" next to the classification on your application/resume, (i.e., TPM I 515-4221-001.)**

**FINAL FILING DATE:**

Open until filled.

**SUBMIT APPLICATIONS TO:**

Judy Hansen  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

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